



# State of Nevada

## *Nevada Information Technology Operations Committee (NITOC)*

### Standard

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2.03	A	Document Storage & Retention	12/13/2001	1 of 2

#### **1.0 PURPOSE**

The State of Nevada will use this Document Storage & Retention Standard for all of Nevada Information Technology Operations Committee (NITOC) controlled documents.

#### **2.0 SCOPE**

This standard applies to all State of Nevada IT Committees under Nevada Information Technology Operations Committee (NITOC) who participate in the origination, revision, and/or control of documents to be placed under Document Control.

#### **3.0 RESPONSIBILITIES**

All individuals responsible for the storage and retention of NITOC controlled documents will follow this standard.

#### **4.0 RELATED DOCUMENTS**

Nevada Administrative Code – Records Retention

#### **5.0 STANDARD**

All NITOC documents will be stored and retained by the Department of Information Technology (DoIT).

These documents will be stored in a secure online directory with read/write permissions restricted to Document Control personnel employed with the DoIT.

Read only access will be given to all other State personnel.

Controlled documents will be published at the designated website for access by all State of Nevada employees.

Earlier versions of documents will be archived by DoIT for a period of one year, as well as those documents that are rescinded by NITOC.

All documents will be retained in accordance with the State Administrative Code approved Records Retention and Disposition Schedule.



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<i>Approved By</i>		
Title	Signature	Date
NV IT Operations Committee Chair		
Governor/Governor's Representative		

<i>Document History</i>		
Revision	Date	Change
2.03(A)	12/13/2001	Initial release.